

# The Effective Professional Paper Model

Pre- Writing Phase	Writing Phase	Post Writing Phase
<p><u>PREPARE</u></p> <p>*Why is the paper necessary?  *Who will read it?  *What reaction do I want?</p> <p><u>ORGANIZE</u></p> <p>*Research  *List and classify ideas  &gt;Select a pattern</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>THINK IT THROUGH</b> </div>	<p><u>INTRODUCTION</u></p> <p>* Motivator (contrary opinion)  (striking statement)  (striking incident)  (agreement)</p> <p>*Thesis (limited subject)  (precise opinion)</p> <p>* Overview (roadmap to the paper)</p> <p><u>SUPPORTING PARAGRAPHS</u></p> <p>* Topic Sentence (limited subject  (precise opinion)</p> <p>* Support (statistics and numbers)  (statements of authority)  (examples)  (reminders of opinion)  (support explanations)</p> <p><u>CONCLUSION</u></p> <p>*Restatement of Thesis/summary  *Clincher (striking statement)  (reference to motivator)</p>	<p><u>EDIT</u></p> <p>* Logical Flow  * Balance of active and passive  * Deadhead words &amp; phrases  * Transitions  * Misplaced modifiers  * Smothered verbs  * Numbers properly used  * Each paragraph a logical entity (stands alone)  * Effective sentences</p> <p><u>PROOFREAD</u></p> <p>* Spelling  * Grammar  * Punctuation  * Format requirements</p>

